Paper Bead Crafts
Universal Marking Templates
Spool Winder Instructions

Designed by Julie A. Bolduc
You can use this tool to wind up your template strips to save for future use.
Cut the strips apart on the dashed lines from one end to the other, glue them together end to end and roll them onto empty wire spools for clean and safe storage.

Materials Needed

Plain white copy paper, recycled is great, 8½"x 11"
Empty wire spools 2 7/8" x ½" to store template strips. 6 are included with your winder tool.
White tacky glue or glue stick of any brand.
Narrow painter's or washi tape, 3/8" or ¼"

Tools Needed
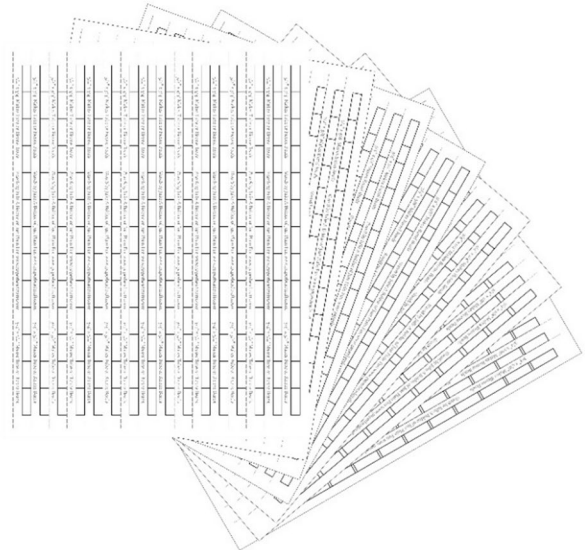
A computer with a printer
Cutting tools of choice
Universal Template Spool Winder

Printing Templates

Print only the page that has the template on it on a sheet of full-page copy paper. Do not print these templates on the back side of your colorful paper since these are only meant to mark your edges of your colorful paper for cutting into the strips you will eventually roll into beads. Make sure your margins are set to .25 and you click on making sure your printer is set to print the actual size or at 100% scale. You will end up with borders around the perimeter but that is ok. Your marks will be accurate for the size you chose if you make sure you are printing the actual size of the content of your sheet. Plus, it will make it easier for you to turn your template strips into a roll of "paper tape" that will aid in storing your extra strips.

Tip about printing the templates: I have both a laser and inkjet printer and I found I get more accurate results if I use my Inkjet printer.
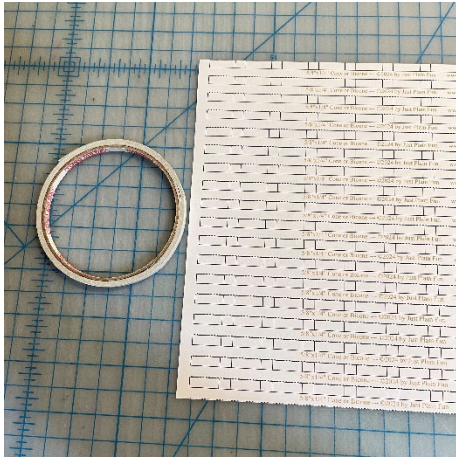
Storing Templates

You can store your templates rolled onto empty wire spools that are available online brand new or if you have some left over from purchasing and using beading wire, you can use those as well. The measurements of the spools should be about 2 7/8" in diameter and about 5/8" thick. The spools I use are this size and the hole in the center of the spool is 3/8" in diameter. The paper strips on these templates are designed to fit inside these spools. They are 7/16" wide so an empty spool that has a

½" wide space will work well. The beading wire spools that is sold by Cousin works great for this! The center hole is bigger, but it still works.

Here are the steps you need to take to store your strips.

1. Print out your sheet using .25" margins and actual size settings for your printer. Print in portrait orientation.
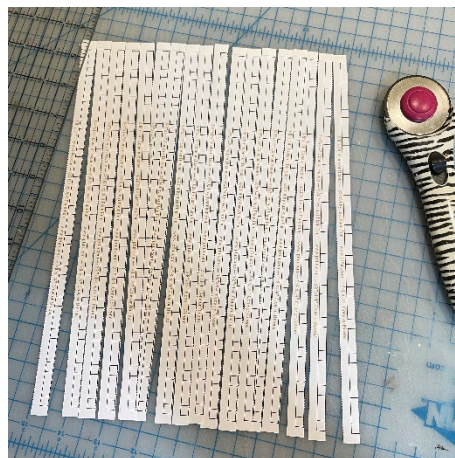

2. Lay the printed sheet in front of you so the print is oriented so you can read it. The wide markings should be on the top and to the left-hand side of the sheet. Apply your double stick tape along the left side edge of the wide markings, just barely touching the further most left edge of the markings. You will need to use either ¼", 3/8" or ½" double stick tape depending on how much space you have between the edge of the markings and the edge of the paper. The tape should go down vertically along the edges of each of the marking strips.

3. Cut off excess paper from short edge from where you applied the tape if needed. You want this end of each strip to be all sticky tape.
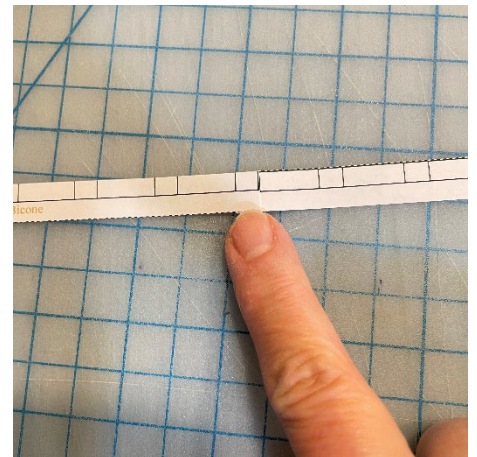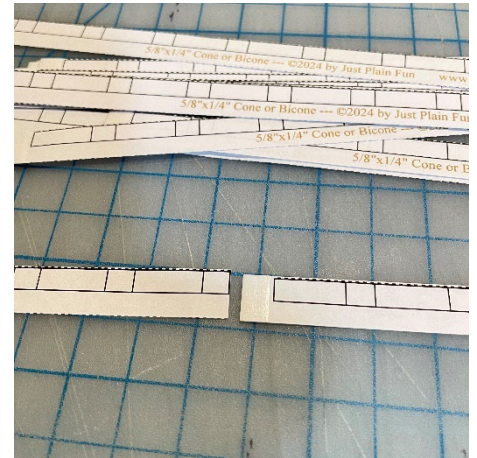

4. Cut off the top and bottom edge of the long side (11") of the sheet of paper along the dashed line and discard or recycle the strips you just cut off.

5. Cut the edge off, the opposite side where you put the double-sided tape. Right up to where you have your ends of your markings. .

6. Cut apart strips on the dashed lines.

7. Pick up 2 strips and line them up end to end so you will overlap the ends. Remove the backing of the tape and align the narrow end to this wide end on the edge marks and secure the 2 ends together to start forming your tape.

8. Repeat this with the rest of the strips making one long tape.

9. Once you are done making the tape, apply a piece of narrow painters' or washi tape to both ends of your long tape to prepare them to be secured to your spool.

10. Rolling Up Strips onto Spool.
Lay the strip in front of you so you can read the text. Pick up the left most end, stick the painter's tape so the end of it is facing to the left. You should be able to read the text with the tape going to the right. Insert the handle into the spool
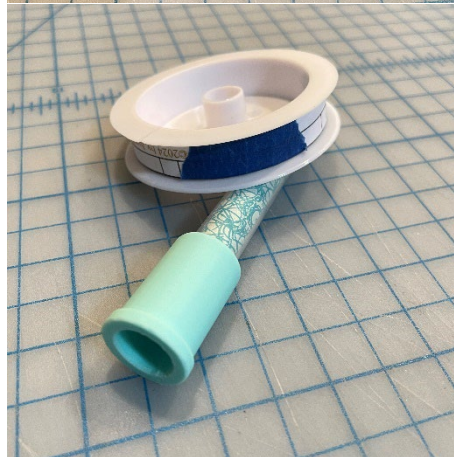
and start rolling up your strip onto the spool until you have added the whole tape onto the spool. Secure the end with the painter's tape that should already be on the other end. Now find yourself a box or a safe place to keep your freshly rolled Paper Bead Marking Template Tape!

If you don't want to store your strips rolled onto empty wire spools, you can always just store the left-over uncut sheet of paper in a pocket folder. It's just not as convenient as using the strips made into paper tape. You can still roll them up onto empty paper towel cores or empty tape cores, but it won't be as secure. You can roll them onto empty cardboard ribbon spools as well!

Copy paper vs Sticker Paper.
One note about the type of paper you use to print these strips on. In my experience, it is easier, and you get better results when you print them onto regular copy paper as opposed to sticker paper. Also, not everyone has sticker paper, so these instructions are mainly for using copy paper.

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